

**CLASS TITLE: CORRECTIONAL OFFICER ARMORER**

**Class Code: 02182100**  
**Pay Grade: 624A**  
**EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the maintenance, supervision, inventory and control of lethal and non-lethal armaments and radio equipment and to train employees of the Department in their use; and to perform related duties as required.

**SUPERVISION RECEIVED:** Works under the general supervision of Warden, Central Office, exercising some independent judgment. Work is periodically reviewed through inspections of facilities and records.

**SUPERVISION EXERCISED:** May supervise employees providing weapons training when necessary.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the maintenance, supervision, inventory and control of lethal and non-lethal armaments and radio equipment and to train employees of the Department in their use.

To regularly clean and test for revolvers, shotguns, semi-automatic rifles, and other firearms contained within the Department of Corrections armory.

To secure and control weapons and ammunition in security areas.

To dismantle firearms, inspect, clean and repair all worn or corroded internal parts and reassemble.

To test trigger pull, accuracy and general operation of all firearms owned by the department and make necessary adjustments as needed.

To maintain key control register for weapons storage area.

To issue and receive firearms.

To issue and receive radio equipment from appropriate personnel.

To determine weapons requirements and ammunition requirements by type and availability.

To prepare requisitions for weapons, ammunition, holsters, belts.

To stock: inventory and control all munitions, holsters, belts and radios.

Coordinates the radio exchange for problem radios and receives repaired radios from the vendor.

To inspect, inventory and stock riot gear such as helmets, flack jackets, night sticks and pads to insure condition and supply.

To issue ammunition to and receive ammunition from appropriate personnel.

To provide training and annual re-qualifications for trainees and employees of the department.

To inspect the armory facility areas to ensure physical security and fire safety hazards.

To upgrade and clean new weapons.

To separate ammunition by type and lot number and pack and crate for storage.

To assess the Department's armament needs: recommend equipment needs regarding equipment, protocols, training and response planning.

To safeguard the central armory and its contents by developing building security plans, testing intrusion detection systems, and monitoring security procedures to ensure weapons and ammunition are secured.

To conduct security audits at assigned facilities to ensure that weapons and ammunition are secure.

To provide strict accountability of weapons, ammunition and assure compliance with state and federal law.

To repair weapons and provide routine maintenance.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of firearms safety and firing protocols; a thorough knowledge of the lethal capabilities and functional limitations of armaments; knowledge of the types and uses on non-lethal riot gear and body armor; knowledge of the methods of cleaning firearms; knowledge of the internal mechanisms and common malfunctions of pistols, rifles and shotguns; knowledge of munitions; the ability to safely and accurately fire handguns, shotguns and rifles; knowledge of the capability of radio equipment; the ability to train individuals and groups; the ability to prepare accurate records; the ability to provide calm response in an emergency situation; and related skills and capacities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a position responsible for the carrying and utilizing firearms, and non-lethal armaments.

Or, any combination of education and experience substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENTS:**

1. At the time of appointment, must possess valid State of Rhode Island Certificate of Qualification for pistols or revolvers in accordance with R.I.G.L. 11-47-15 as amended, and must maintain such certification as a condition of employment.
2. At the time of appointment, must have successfully completed basic pistol and revolver safety course in accordance with R.I.G.L. 11-47-35 as amended.
3. Must successfully complete FBI Law Enforcement Officers Firearms Training School prior to, or within one year of appointment.

Class Created: May 10, 2010